

Syllabus

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Course: CIS R130 – Microsoft Word
71982 Time: TBA Days: TBA Room: OE-3
From: 18 Aug 2008 To: 17 Dec 2008

Text Book: Word 2007 Comprehensive Concepts and Techniques
By Shelly – Cashman – Vermaat ISBN: 10: 1-4188-4338-5

Student Supplies: USB Flash Drive, 8.5” X 11” Notepad, Pen, and Pencil

Course Description:

This course is designed to introduce students to features of Microsoft Word 2007. Word is a word processing software tool that allows users to create documents, letters, memos, newsletters, and any other text-based type of document. This is an introductory lab course that examines the various functions and features of Word 2007.

Grading:

90 – 100 points	- A
80 - 89	- B
70 - 79	- C
60 - 69	- D
0 - 59	- F

Word Chapter Test Requirements

Chapter tests must meet the following requirements to be accepted by the instructor:

1. Each chapter test must be completed on time in accordance with the deadline provided by the instructor. Every portion of the test must be completed in order to receive full credit. Incomplete tests will be graded accordingly.
2. Chapter tests must be e-mailed to the instructor as file attachments on the due date.
3. Chapter tests not completed on time will have 15 points deducted from the grade. Tests that are late will not be accepted; 15 points will be deducted from your grade.

CIS R130 – WORD

Student instructions:

All students must have an e-mail account (use Yahoo – www.yahoo.com) for the course. When you have acquired your e-mail account, send an e-mail with your first name, last name, and the course name (Word) to the instructor. Enter the course name (Word) on the subject line of all e-mail messages sent to the instructor.

Go to the instructor's web site (<http://hankb.atSPACE.com>) and click on the links **Course Policies & Procedures** and **Contact the Instructor**. You are responsible for reading the information on these web pages.

Grading instructions for the Word course chapter tests:

Grading is based on a point system. Every student starts the semester with 100 points. One point is deducted for each incorrect item on chapter tests. In addition, one point will be deducted for each misspelled word in the chapter tests. At the end of the semester all deducted points are added together. That number is then subtracted from 100. The result of the subtraction will correspond to the letter grade you get for the course.

Example: During the semester Susie Student made 3 mistakes on one of her chapter tests. On another chapter test she made 4 mistakes. The total number of points to be deducted will be 7 ($3+4=7$). Her grade for the semester would then be determined by subtracting 7 from 100 for a score of 93 points. Her letter grade would be an "A" for the course.

You will be graded on your ability to follow the instructions provided in chapter tests as well as creating the specified documents. Each mistake on the chapter test is equal to one point. The chapter test must be submitted by the due date to receive credit. Late chapter tests will not be accepted, 15 points will be deducted from your course grade. Chapter tests must be submitted to the instructor by e-mail as a **file attachment** by the due date.

Grading will be based on the chapter tests for Chapters 1, 2, 3, 4, 5, and 6 of the Word textbook.

Instructions for Word, Chapter 1:

Read Word Chapter 1, then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the document, then you are to do the chapter test for Chapter 1. The chapter test is **In the Lab 1 and 2.**

Instructions for Word, Chapter 2:

Read Word Chapter 2, then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the document, then you are to do the chapter test for Chapter 2. The chapter test is **In the Lab 1.**

Instructions for Word, Chapter 3:

Read Word Chapter 3, then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the document, then you are to do the chapter test for Chapter 3. The chapter test is **In the Lab 1 and 2.**

Instructions for Word, Chapter 4:

Read Word Chapter 4, then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the document, then you are to do the chapter test for Chapter 4. The chapter test is **In the Lab 1 and 2.**

Instructions for Word, Chapter 5:

Read Word Chapter 5, then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the document, then you are to do the chapter test for Chapter 5. The chapter test is **In the Lab 1.**

Instructions for Word, Chapter 6:

Read Word Chapter 6, then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the document, then you are to do the chapter test for Chapter 6. The chapter test is **In the Lab 1.**

SAM Instructions:

Students are required to contact the instructor (by e-mail) for instructions regarding the purchase and use of SAM 2007. Do not buy the SAM 2007 CD until you have contacted the instructor.

All chapter tests are due to the instructor by 1 Dec 2008.

No chapter tests will be accepted after this date.